

OHMVR Division 2005-2006 Grants and Cooperative Agreements

Application Process

All applications were required to be submitted to the Division by 5:00 pm on June 10, 2005 to receive consideration within the competitive process. Applications that arrived after the deadline were not accepted and were returned to the applicant without further consideration.

There are eleven different project types an applicant could apply for within the overall Grants and Cooperative Agreements Program. Applicants were required to submit their applications as one document with each of the different project types as a subpart, much like a book with chapters.

Competitive Process

There were general and project specific requirements an applicant had to comply with for the Division to consider an application or project complete within the competitive process. The competitive process occurred as follows:

Completeness

The Division staff reviewed each application and project using a checklist to ensure the required general and project specific components were present.

Applications that complied with the Grants and Cooperative Agreements Program Regulations (CCR Title 14, Division 3, Chapter 15, Sections 4970.00 – 4970.21 and the Application Manual, Chapters 1, 2, & 3) moved forward.

- Applications found to be complete as submitted moved forward for evaluation and scoring.
- Applications that did not contain all of the required components were found to be incomplete and were returned to the applicant per §4970.03(c) of the Regulations.
- In some instances Division staff required additional information or clarity from an applicant to determine the completeness of an application. If clarification was needed, applicants were contacted by the Division through telephone conversations and follow up email, and were allowed a 24-hour timeframe to provide clarification per the Division's request. If clarification was not provided within the specified timeframe the application was found to be incomplete and did not receive further consideration.
- Upon clarification, applications found to be complete moved forward for evaluation and scoring.
- Upon clarification, applications found to still be incomplete did not receive further consideration.

Applicants that submitted incomplete applications received a letter citing the non-compliant items and had their applications returned to them.

Evaluation & Scoring

A detailed discussion of the Evaluation and Scoring system used by the Division can be found in the Application Manual, Chapter 2.

- As part of the competitive process each applicant was required to address the general and project specific requirements within a given project type.
- The project scores were based on the project specific evaluation criteria known as the "Needs Description".
- A project was scored based on how well an applicant addressed the "Needs Description" taking into account all of the evaluation criteria.
- Each individual evaluation criterion has a given number of points possible that cumulatively add up to the total number of points possible for a project.
- There were a total of 100 points possible for each of the individual project types.
- A five-member panel comprised of Division staff evaluated and scored all complete applications using the evaluation criteria and point scheme. The evaluation and scoring process received daily oversight from a team leader.
- The panel members collectively read and discussed each project and then independently scored the project based on the merits as presented in the "Needs Description".
- As projects were scored, the team leader totaled each evaluator's score. The high and low score were then dropped and the three remaining scores were totaled and an average score was used as the final score for the project.

All projects that were evaluated and scored were then ranked and given a funding determination.

Project Ranking & Funding Determinations

A project received a funding determination by the Division staff based on the evaluation score and ranking (Refer to Application Manual, Chapter 2, page 17-22).

The project's total score will determine the funding determination of a project within a funding category as follows:

- a. Scores from 100 to 95 receive full funding.
- b. Scores from 94 to 90 receive 10% less than full funding.
- c. Scores from 89 to 80 receive 25% less than full funding.
- d. Scores from 79 to 70 receive 35% less than full funding.
- e. Scores from 69 to 60 receive 45% less than full funding.
- f. Scores from 59 to 50 receive 55% less than full funding.
- g. All projects receiving a score of 49 or less will not receive a funding determination by the Division.

OHMVR Commission Meetings

All applications that have undergone the application evaluation system (evaluated, scored, ranked and received funding determinations) have been determined to be complete and may be considered by the Commission.

The Division funding determination spreadsheets, score sheets and streamlined applications are forwarded to the Commission and interested parties and are posted on the Division website in preparation for the subcommittee and final allocation meetings.

Subcommittee Meetings

The subcommittee may make funding recommendations to be used as the basis for the consent calendar at the Commission's final allocation meeting(s). During the subcommittee meetings, the Commission will receive public and applicant testimony, and Division input in an effort to develop and recommend a consent calendar for the Commission's final allocation meeting(s).

Commission Funding Allocations

At the Commission final allocation meeting(s), the Commission allocates the Grant and Cooperative Agreement Program Funds for complete applications/projects and approves the activities to be performed ("deliverables") after hearing public and applicant testimony, Division input, and considering any other written comments.

Project Agreements

The Division shall prepare and execute project agreements to implement the funding allocations and approved activities ("deliverables") for the approved project agreements. The Division shall send a copy of the Commission's funding allocations to the Resources Agency and to the applicants. Other organizations and interested parties may receive a copy of the Commission's funding allocations upon written request to the Division or view the allocations on the Division website.